

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Deputy Emergency Services Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages all emergency preparedness program areas within the City of Norfolk. Assists in the development and implementation of comprehensive disaster planning, mitigation, and response activities under the provisions of city and state statutes. Maintains the Emergency Operations Center, conducts training, coordinates emergency management, and performs other duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Maintains the Emergency Operations Center by updating all department / bureau plans, coordinating with police, fire and other agencies, providing staffing, resolving equipment and procedural issues, assigning tasks, scheduling employees, and hiring and developing personnel.
2	S	Maintains a comprehensive emergency management plan by preparing guidelines, protocols, and processes, reviewing all aspects of emergency planning, and understanding governmental programs and how they interact with City emergency management capabilities.
3	S	Manages records by responding to all subpoena, FOIA and official city agency/state requests for dispatch and 911 information, briefing and educating attorneys on information, testifying in court, and ensuring proper record management.
4	L	Conducts training of emergency management by scheduling educational classes and instructing in all areas of both natural and man-made emergency planning.
5	L	Coordinates emergency management by communicating between public and private sectors within the City and surrounding regions and working closely with all aspects of government and private sectors.
6	S	Performs other duties by acting as a technical expert and decision maker for new equipment, providing inputs for bids, evaluating proposals, analyzing performance vs. cost tradeoffs, serving as Deputy Coordinator and Emergency Services Coordinator in the absence of the same.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	FEMA/State Emergency Management Certification within twelve months of employment. Valid Driver's License, Emergency Medical Dispatch, CPR, VCIN
Reading	Work requires the ability to read local, state, and federal requirements, technical specifications, correspondence, reports, and requests for proposal.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and algebra.
Writing	Work requires the ability to write training materials, reports, correspondence and technical documents.
Managerial	Managerial responsibilities include managing the Emergency Operations Center, implementing phone and computer systems, scheduling staff, and coordinating special projects.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City such as which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, interviewing, site visits, meetings, supervision, training sessions
Sitting	F	Computer, desk work, meetings, answering telephone
Walking	F	To/from office equipment, to/from meetings, supervision of staff
Lifting	O	Office supplies, files, records, manuals, books, paper, office equipment
Carrying	O	Office supplies, files, records, manuals, books, paper, office equipment
Pushing/Pulling	O	Office furniture, audio/visual equipment
Reaching	O	Office supplies, files, records, manuals, books, paper
Handling	O	Office supplies, files, records, manuals, books, paper
Fine Dexterity	F	Computer keyboard, calculator, writing, use of telephone, typing
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	
Bending	R	Filing in cabinet drawers
Twisting	R	Filing in cabinet drawers, to/from desk and computer
Climbing	R	Stairs, ladder
Balancing	R	Stairs, ladder
Vision	C	Computer, desk work, reading, writing, meetings, driving
Hearing	C	Telephone, co-workers, staff, supervisor, meetings
Talking	F	Telephone, co-workers, staff, supervisor, training sessions
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Slide projector, video camera, projection screens, audio/visual equipment, computer, laser or inkjet printer, Data Transmission Network, GIS System, SLOSH, Hurrevac/Hurtrack, copy machine, fax machine, telephone, computer aided dispatch system, Standard Microsoft Windows and Office software, Focus, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) 24/7 Communications Center

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)